



SUPERIOR COURTS of ARIZONA

In Maricopa County

Office of the
Court Administrator
(602) 506-3100 (TDD)

Central Court Building
201 West Jefferson
Phoenix, Arizona 85003-2205
(602) 506-4994 (FAX)

William J. Duffy
Court Security Director
(602) 506-7898
bduffy@superiorcourt.maricopa.gov

TO: Personnel Concerned

FROM: William J. Duffy, Security Director, Superior Court of Arizona

DATE: July, 2004

RE: **Contractors Access to Superior Court Complex**

1) PURPOSE:

- a) In another attempt to organize all of the various contractors who are performing work in and around the Superior Court complex, a simple format was designed which should enable all parties concerned to track and monitor each individual employee of the contract. Attached, you will find the only approved format of what will be accepted and the steps required by all parties;

2) DEFINITIONS:

Contractor/vendor - Is any person(s) who are contracted to perform any type of work in the Court Facility.

Contractor ID Badge - Is a laminated ID Card with picture. This color coded card will be worn in a prominent location, displayed on the upper torso.

Access Control Card Key - Is issued by the security department to give individuals access to certain defined areas, for a defined period of time.

Prior Approved Contractor/vendor - Is when all of the paperwork, completed by the contractor/vendor and the Project Manager has been returned with favorable results from Court Security.

Project Manager - Is that Maricopa County or Superior Court Employee charged with the responsibility of ensuring compliance from the contractor/vendor.

Required Forms - Includes the following necessary forms to be completed by either the Project Manager, contractor/vendor and employees of the contractor/vendor. These include;

PROJECT COVER SHEET - Completed by Project Manager & submitted to Court Security Department.

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CONTRACTOR/VENDOR IDENTIFICATION BADGE REQUEST FORM - Completed by applicant & submitted to Court Security Department.

3) **REQUIRED STEPS/TASKS**

- a) The **PROJECT MANAGER** will;
 - i) Complete the "**PROJECT COVER SHEET**" indicating the all the particulars of the project.
 - ii) Submit all available "**CONTRACTOR/VENDOR IDENTIFICATION REQUEST FORMS**", for all contractors. The **PROJECT MANAGER** verifies the information (No background check will be conducted unless **PROJECT MANAGER** verifies information) and forwards to the Security Department, Lower Level, Central Court Bldg.
 - iii) Court **Security** will conduct a criminal history background investigation. NOTE: No criminal information will be released to the contractor regarding the employees.
- b) **Security Department Administration** will produce the **Contractor ID Badges**, with picture. These badges will be forwarded to the Security Control Center. It is the prerogative of The Superior Court Security Department to withdraw or revoke these Contractor ID Badges. All C/V Badges will be maintained in the Security Control Center.

PROJECT MANAGERS NOTE: If you have any special requirements (Keys, Access Cards, Parking, etc.,) for this project they should be listed on the Project Cover Sheet.

4) **ENTRY INSTRUCTIONS FOR CONTRACTORS/VENDORS PRIOR APPROVED CONTRACTOR/VENDOR**

- a) Upon arrival to the Superior Court Complex all contractor/vendors will, move in the most direct manner, to the Security Control Center (SCC) and sign-in.
- b) Upon arrival at SCC the contractor/vendor will exchange their personal driver's license for the assigned pictured Contractor ID Badge, which will be displayed in a prominent location on the upper chest area.
- c) Any special instructions pertaining to parking, request for keys, access cards, etc will be submitted in writing (Project Cover Sheet) by the Project Manager and initialed by the Security Director, Supervisor or Lead Officer.
- d) Only commercial plated vehicles will be permitted to park in assigned area if space permits. Privately Owned Vehicles may be loaded/unloaded with approval of the Security Director, Supervisor or Lead Officer and then promptly removed. Park in assigned spot only.
- e) Upon completion of that day's work in the court facility, the contractor/vendor will return to the SCC and return the Contractor ID Badge and any other equipment signed out. At that time, the driver's license will be returned.

5) **NEW CONTRACTOR/VENDORS WITHOUT A COMPLETED CRIMINAL HISTORY CHECK**

- a) Upon arrival to the Superior Court Complex all new contractor/vendors will, move in the most direct manner, to the Security Department Administration Office. **At no time will a contractor/vendor be**

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permitted to work in the court facility without being properly identified and the appropriate badge issued.

- b) The contractor/vendor will complete an application for Identification Badge. This information will be compared against the information submitted by the Project Manager. All (There are no exceptions) employees of the contractor/vendor will complete this application and be photographed. After the Contractor ID Badge is completed the contractor/vendor will then proceed to the SCC.
- c) No Contractor ID Badges will be issued unless he/she is listed on the Criminal History Request Form. All contractor/vendor ID Badges will have a picture attached.
- d) After processing this application, the contractor/vendor ID Badge will be transmitted to the Security Control Center, where the contractor/vendor will proceed.
- e) Upon arrival at SCC the contractor/vendor will exchange their personal driver's license for the assigned pictured Contractor identification Badge, which will be displayed in a prominent location on the upper chest area.
- f) Special instructions pertaining to parking will be submitted in writing by the Project Manager and approved by the Security Director, Supervisor or Lead Officer.
- g) Only commercial plated vehicles will be permitted long term parking if space permits. Privately Owned Vehicles may be loaded/unloaded with approval of the Security Director, Supervisor or Lead Officer and then promptly removed.
- h) Upon completion of that day's work in the court facility, the contractor/vendor will return to the SCC and return ID Badge and any other equipment signed out. At that time, the driver's license will be returned.

NOTE: Return of Criminal History Checks is between 3 and 5 days.

6) EMERGENCY/SHORT NOTICE CONTRACTOR/VENDOR

- a) Realizing that there may be an occasion to have contractor/vendor respond to the Court facility on short notice to do required work, the following will be used as a guideline to alleviate any communication problems that may arise, when a contractor/vendor appears and needs access to the court facility.
 - i) The project manager will contact the Security Director and in writing, if time permits, will complete the Project Cover Sheet. This Project Cover Sheet will be completed.
 - ii) The Court Security Department will need at a minimum; a list of personnel who will be working in the court facility to include full name, DOB and SS#, and the times, dates and locations of the projected work.
 - iii) Access card keys, keys and temporary ID Badges will only be issued upon the approval of the Security Director, Supervisor or Lead Officer.

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7) SPECIAL ACTIONS, PROVISIONS, ACCESS AND INSTRUCTIONS

- a) Any request for any special actions, provisions, access and/or provisions will be in writing from the Project Manager to the Security Director. Any special requests received from the contractor/vendor after normal business hours will be confirmed by the Project Manager first and then, the On-Call Supervisor will review same.
- b) Contractor/vendors will be briefed by the Project Manager and Security Department personnel about security procedures in the court facility.

8) PERMANENT ISSUE OF A SUPERIOR COURT ISSUED CONTRACTOR ID BADGE

- a) The privilege of a contractor/vendor to be permanently issued and assigned a identification badge will be determined by the Security Director. This will be determined by many factors, such as length of contract, hours of work, location and number of personnel involved. The application process will be the same. The Project Manager will state why this contractor/vendor should be issued a permanent identification badge.
- b) The privilege of a contractor/vendor to be issued and assigned a Access Control Card Key will be determined by the Security Director. This will also be determined by many factors, such as length of contract, hours of work, location and number of personnel involved. The application process will be the same. The Project Manager will state why this contractor/vendor should be issued a permanent identification badge.

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PROJECT COVER SHEET

PROJECT NAME:	
PROJECT LOCATION:	
START DATE	EST END DATE
NAME OF CONTRACTOR/FIRM	
ADDRESS	
CONTRACTOR POINT OF CONTACT	
BUSINESS TELEPHONE	AFTER-HOURS TELEPHONE #
WORK AREA	
DAYS/TIMES EFFECTIVE	
RESTRICTIONS/SPECIAL INSTRUCTIONS/REQUESTS	

PROJECT MANAGER	
TELEPHONE NUMBER	
SIGNATURE	
DATE	
# OF ACCESS CARDS REQUIRED	AREAS FOR CARD ACCESS
# OF DOOR KEYS REQUIRED	AREAS FOR KEYS
PARKING PLACE RECOMMENDED:	
REMARKS:	

THIS PORTION WILL BE COMPLETED BY THE COURT SECURITY DEPARTMENT

DATE RECEIVED FROM
DATE ACJIS COMPLETED
COMPLETED BY:

THIS FORM MUST ACCOMPANY ALL REQUESTS

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**SUPERIOR COURT OF ARIZONA
COURT SECURITY DEPARTMENT**

CRIMINAL HISTORY CHECK REQUEST FORM

Effective July 1, 2004, this is the only acceptable format that will be accepted by Court Security Department. Applicant's full name shall be as it appears on his/her drivers license. Individuals without full information will not be checked or approved. **This information must be typed.**

CONTRACTOR

FIRST NAME MIDDLE NAME LAST NAME	HOME ADDRESS	DOB MM/DD/YY	SEX M -F	RAC E	DRIVER'S LICENSE # and/or Resident Alien Card # <u>and</u> SS#

*** BELOW IS COMPLETED BY COURT SECURITY ONLY ***

SUBMITTED BY SECURITY DEPT: _____ DATE: _____
BACKGROUND CHECK COMPLETED BY: _____ DATE: _____

RETURN TO COURT SECURITY DEPARTMENT, LOWER LEVEL, CENTRAL COURT BUILDING Nelda Hudson 506-7034

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TRIAL COURTS OF ARIZONA *in* MARICOPA COUNTY
Non-Employee Identification Badge Request
Contractor, Vendor, Janitorial, or Other



Position _____

APPLICANT INFORMATION

LAST NAME		FIRST NAME		M.I.
ADDRESS	APT. #	CITY	STATE	ZIP
HOME TELEPHONE		WORK TELEPHONE	EMPLOYER	
SOC. SEC NUMBER		DATE OF BIRTH	PLACE OF BIRTH	
HEIGHT	WEIGHT	HAIR COLOR	EYE COLOR	

CONDITIONS OF ISSUANCE

I, the undersigned understand and agree that submission of this application will subject me to a background check including a review of criminal history records and discovery of any outstanding warrants and/or holds.

I understand that this Non-Employee Trial Courts of Arizona identification badge is issued to me personally and I agree to assure its proper use, including:

1. I will not allow this card to be used by any other person;
2. I will not use the card for personal or private business;
3. I will not leave the Court premises with this I.D. card/badge;
4. I will immediately notify the Court Security Office if this card is lost or stolen;
5. I will return the I.D. card/badge to Court Security upon its expiration or upon my resignation;
6. I will display the I.D. Card/badge on my upper torso in a prominent location at all times that I am in a Trial Courts building, facility or complex; and,
7. I will pay a \$5.00 replacement fee for the I.D. card/badge if it becomes lost or stolen.

APPLICANT SIGNATURE

DATE

AUTHORIZING SIGNATURE (Manager, Project Manager, Foreman or Employer)

DATE

APPROVAL SIGNATURE (Court Security Department)

DATE

+++++ COURT SECURITY USE ONLY +++++

RIGHT TO WORK VERIFICATION		PHOTO IDENTIFICATION		ACJIS
SS# NUMBER	RESIDENT ALIEN CARD	DR. LIC./I.D. #	ISSUED BY:	DATE, TIME & INITIAL



LOS TRIBUNALES DE ARIZONA en el CONDADO MARICOPA
Solicitud de Credencial para Personas Ajenas
Contratistas, Proveedores, Conserjes, y Otros



DATOS DEL SOLICITANTE

APELLIDO		NOMBRE		SEGUNDO NOMBRE
DOMICILIO	# DPTO.	CIUDAD	ESTADO	CODIGO POSTAL
TELEFONO PARTICULAR		TELEFONO DEL TRABAJO		PATRON
NUMERO DEL SEG. SOC.		FECHA DE NACIMIENTO		LUGAR DE NACIMIENTO
ESTATURA	PESO	COLOR DE PELO	COLOR DE OJOS	

AS CONDICIONES PARA LA EXPEDICION DE LA CREDENCIAL

Yo, el suscrito, entiendo y convengo en que la presentación de esta solicitud me someterá a una investigación, incluyendo una revisión de antecedentes penales y el descubrimiento de cualesquier órdenes de aprehensión y/o autos de detención.

Entiendo que esta credencial para personas ajenas a los Tribunales se me expide a mí personalmente y convengo en que aseguraré el uso adecuado de la misma, incluyendo:

8. No permitiré que ninguna otra persona la use;
9. No utilizaré la credencial para ningún asunto personal o particular;
10. No abaondaré las instalaciones del Tribunal con la credencial en mi persona;
11. Notificaré de inmediato al Departamento de Seguridad en caso de extravío o robo de la credencial;
12. Al vencimiento de la credencial o al renunciar, devolveré la misma al Departamento de Seguridad;
13. En todo momento que permanezca en el edificio, las instalaciones o el conjunto del Tribunal, traeré la credencial en un lugar visible, sobre el torso superior del cuerpo; y
14. Pagaré una cuota de reposición de \$5.00 si la credencial llegase a extraviarse o fuera robada..

FIRMA DEL SOLICITANTE

FECHA

VISTO BUENO (El Gerente, el Gerente d el Proyecto, el Supervisor o el Patrón)

FECHA

FIRMA DE AUTORIZACION (El Departamento de Seguridad del Tribunal)

FECHA

+++++ SOLO PARA USO OFICIAL +++++

RIGHT TO WORK VERIFICATION		PHOTO IDENTIFICATION		ACJIS
SOC. SEC. NUMBER	RESIDENT ALIEN CARD	DR. LIC./I.D. #	ISSUED BY:	DATE, TIME & INITIAL

